

UNITED STATES DISTRICT COURT
DISTRICT OF SOUTH CAROLINA, COLUMBIA DIVISION

COPY IDENTIFICATION FORM

Company/Firm: _____ Telephone No. _____

Address: _____ Fax No.: _____

Requested By: _____ Date Requested: _____
(Name of person completing this form)

Case No: _____ Case Name: _____

Is case open or closed _____ Judge: _____

DOCUMENTS TO BE COPIED:

Document No. and/ or Date Filed	Name/Description of Document (motion to compel, order, memorandum etc.)	No. of Pages

Please continue on back if more room needed.

CASE MANAGER SIGNATURE: _____ Phone No.: _____

FRANKLIN'S NOTIFIED BY FAX: _____ Date _____

Deputy Clerk of Court

INSTRUCTIONS FOR COPY REQUESTS

DOCUMENTS 10 PAGES OR LESS:

A copy request for documents 10 pages or less will be handled by the Clerk's Office and must be paid for when the copies are made. The copy fee per page is 50 cents. The deputy clerk managing the case will call you as soon as the copies are completed. The turnaround time for copies is **two days**. If you need an expedited copy, please indicate so on the Copy Identification Form ("Copy ID Form").

DOCUMENTS MORE THAN 10 PAGES:

A copy request for documents 10 pages or more will be handled by Franklin's Printing, the company awarded the printing contract in the Columbia area. Before Franklin's can copy documents, you must complete a Copy ID Form (available at the Clerk's office or we will be happy to fax a form to you). The basic instructions are as follows:

1. Complete "Copy ID Form" and fax or deliver it to the Clerk's Office.
2. After the Clerk pulls documents to be copied, he or she will sign the bottom of the Copy ID Form and fax a copy to Franklin's Printing and to the individual making the request.
3. Franklin's Printing will retrieve the documents from the Clerk's Office.
4. When the copies are made, Franklin's Printing will deliver them to you.

If you have questions about Franklin's fees, the address, phone and fax numbers are as follows:

Franklin's Printing 1114 Washington Street, Columbia, SC 29201
Phone: 803-252-6310 Fax: 803-252-6242

FILES LOCATED AT THE FEDERAL RECORDS CENTER:

If a file is located at the Federal Records Center in Georgia, you must pay a \$35.00 retrieval fee at the time you request the file and/or copies. Once the Clerk's Office makes a request for the file to the Federal Records Center, it will take approximately one week to receive the file in the Clerk's Office. Once we receive the file, your copy request will be completed as explained above. You may also contact the Federal Records Center via their web address: www.nara.gov

SCHEDULE OF OTHER SERVICES:

Certification of document.....\$ 7.00
Record Search (per name).....\$ 20.00